

I-25 Managed Lanes CONSTRUCTION ADMINISTRATION SCOPE OF WORK

Scope Date: October 17, 2012

Revised Scope Date: November 16, 2012

Estimated Construction Start Date: August 2013
Region 6

PROJECT NUMBER: IM 0253-222
PROJECT CODE: 18695
CMS ID NUMBER:
PROJECT LOCATION: I-25 Managed Lanes: US 36 to 120th Avenue
CONTRACT TYPE: Project Specific, Specific Rate of Pay
CONTRACT SUBJECT: Pre-Construction Support, Construction Management,
Inspection and Testing Services

The Contract Administrator for this Contract will be:

Jay Hendrickson, PE
Resident Engineer – Region 6 North
4670 North Holly Street, Unit D
Denver, CO 80216
Office: 303-398-6790, Mobile: 303-916-0076
Email: duane.hendrickson@state.co.us

Active Day to Day administration and monitoring of this contract will be delegated to the following CDOT employee:

Andy Stratton, PE
Project Engineer – Region 6 North
4670 North Holly Street, Unit D
Denver, CO 80216
Office: 303-398-6746
Email: andrew.stratton@state.co.us

General Requirements

This Scope of Work (SOW) has been carefully reviewed by the Department and reflects a plan of approach based on the known goals. The Consultant's analysis of the project goals, its evaluation of the work elements, and its formulation of the work plan, coupled with its understanding of and sensitivity to the key issues may produce new approaches or modifications to the project's work elements. Therefore, the Final Scope of Work for the project may change in some details to incorporate the Consultant's input. This work is located in Region 6 of the Colorado Department of Transportation.

The positions described herein are anticipated needs. The Department reserves the right to not utilize any of the positions listed if at the time of construction the Department has available resources to staff the project from within.

Separate task orders will be issued for Pre-Construction Support Services and Construction Management Services.

Definitions

Resident Engineer - The CDOT Resident Engineer is responsible to the Region Program Engineer for the quality and successful completion of a transportation project. The Resident Engineer authorizes interim and final payments and all changes to the contracts for all Consultants and Contractors.

Engineer - The CDOT Project Engineer.

Consultant - The individual, firm, or corporation under contract by this agreement to perform construction services as outlined below.

Consultant Professional Engineer – The Consultant’s Professional Engineer in responsible charge of Consultant services performed as described in this Contract. The Consultant’s Professional Engineer must be licensed in the State of Colorado.

Consultant Assistant Project Engineer - The Consultant’s employee who administers the Consultant contract with CDOT. The Consultant Assistant Project Engineer works under the responsible charge of the Consultant’s Professional Engineer. The Consultant Assistant Project Engineer, if a Professional Engineer licensed in the State of Colorado, may be the same person as the Consultant Professional Engineer.

Contractor - The individual, firm, or corporation under contract with CDOT to construct the facility.

Initial Project Meeting

The Consultant shall meet with CDOT project personnel to coordinate and schedule the required work prior to active construction. The Consultant shall complete all work in accordance with the approved schedule or as approved by the Engineer.

Work Duration

The time for the work described in this scope of work covers the period from Notice to Proceed to December 31, 2015 or 90 days after Final Acceptance of the construction project, whichever is later. For portions of the project, night work will be required. Work will also be required during the day, on weekends, holidays, and/or on a split-shift basis. Workweeks may be in excess of or less than the standard 40-hour week. The number and types of personnel may be adjusted up or down to meet project workload. The Consultant shall meet with the CDOT Project Engineer if it is anticipated that Consultant services may not be required for a period exceeding one week. A procedure shall be agreed upon at the Initial Project meeting to resolve this issue.

Anticipated Construction: August 2013 to July 2015

During construction, CDOT anticipates utilizing approximately:

- 1 Consultant Assistant Project Engineer,
- 1 Consultant Inspector,
- 1 Consultant Materials Testing Technician with Inspection capabilities,
- 1 Consultant Office Engineer

Conditions Applicable to all Consultant Personnel: Overtime / Travel Pay / Commute Miles

Overtime hours are not allowable per State Fiscal Rules. Labor Hours will be billed to CDOT at the same rate as regular, non-overtime hours. Travel time will not be paid for travel to and from the project. Commuting mileage will not be paid for travel to and from the project. Mileage for travel while on the project will be paid for at the applicable State rate.

Authorization to Proceed

Work shall not commence until the written Notice to Proceed is received by the consultant, and shall be completed in the time specified.

Routine Billing & Reporting

The consultant shall provide the following on a regular basis:

- Monthly billing reports in formats suitable to the Engineer for all contract activities performed by Consultant personnel authorized to perform work on the project.
- Periodic reports and billings required by CDOT Procedural Directive 400.2.

The consultant shall bear all costs related to delay of construction when the Consultant fails to provide qualified personnel when required. The Consultant's monthly payments may be withheld for that portion of the work for which the consultant personnel fail to provide accurate and timely reporting.

Status of Contract

The consultant shall monitor the fiscal status of the contract, and advise the CDOT Project Engineer of any potential need to supplement their contract. Failure to monitor contract status and provide timely notification may result in discontinuation of the Consultant's services. The invoice shall include monthly status reports per the consultant guidelines and shall include budget information. Pre-construction support services will be issued as a separate task order from the Construction services.

Consultant Professional Engineer Requirements:

The Consultant Professional Engineer shall be available during construction and will be utilized as needed to provide engineering guidance and oversight of the Consultant's employees. The number and types of personnel may be adjusted up or down to meet project workload and Contractor's schedule.

The Consultant Professional Engineer shall meet with the CDOT Project Engineer if it is anticipated that Consultant services may not be required for a period exceeding one week. A procedure will be agreed upon at the Initial Project meeting to address this issue.

Consultant Assistant Project Engineer Requirements:

Project Standards

The Consultant will provide support to the CDOT Resident Engineer through assignment of personnel to construction management. He or she shall be either a Colorado Registered Professional Engineer or non-licensed individual with demonstrable construction administration experience. A non-licensed individual shall be under the direct supervision of a consultant Professional Engineer. The individual shall be willing and capable of guiding and mentoring CDOT project staff, especially the CDOT Project Engineer, in the construction administration of the project throughout the construction process. For this project, it is desirable to have a Colorado Registered Professional Engineer as the Full-time Assistant Project Engineer but not required.

General Work Description

The Consultant Assistant Project Engineer shall provide pre-construction support to the CDOT design team, including the Design Consultant already under contract. Pre-construction support services include but are not limited to:

- Review and provide comments on FOR level design plans and specifications, specifically construction phasing;
- Attend and participate in the FOR design review meeting;
- Assist CDOT with development of the 859 Construction Schedule;

The Consultant Assistant Project Engineer shall provide support to the CDOT project staff through assignment of personnel to assist with project management and inspection responsibilities. Responsibilities include but are not limited to:

Assist, guide, and mentor the CDOT Project Engineer and Construction Engineering Staff in the following Construction activities:

- Coordination of all construction contract activities;
- Review, give comments, and acknowledge completeness of required submittals resulting from but not limited to:
 - CDOT 205 Permit to Sublet
 - Method of Handling Traffic
 - Progress Schedule
 - Method Statements
 - All EEO Requirements
- Prepare inspection documentation for development of progress payments for the contractor in accordance with prescribed procedures;
- Maintaining of project files, project diaries and time counts;
- Prepare periodic reports and billings required by CDOT Procedural Directive 400.2;
- Monitor contractor payroll compliance;

- Participate in weekly progress meetings with contractor, subcontractors, utilities and other interested parties;
- Secure project documentation from the contractor;
- Anticipate project problems and propose solutions to CDOT Project Engineer;
- Review drawings and data submitted by the construction contractor and suppliers for conformance with the intent of the specifications;
- Obtain concurrence as needed from the CDOT Project Engineer and keep relative documentation for project records;
- Communicate with adjacent landowners as required to resolve issues that arise due to construction;
- Monitor compliance with and take appropriate action to preserve safety on the project for all workers and traveling public in accordance with Method of Handling Traffic (MHT);
- Notify contractors and CDOT Project Engineer of non-compliance with the contract plans and specifications;
- Prepare punch lists of uncompleted work, non-conformance reports, and deficiency notices;
- Prepare responses to contractors' and suppliers' requests for information, submittals, change notices, claims, and correspondence;
- Prepare and transmit updates of construction activities to the CDOT Public Information Office;
- Perform miscellaneous project-related duties as requested by the CDOT Project Engineer.

Labor, Materials, Vehicles & Equipment

The Consultant shall provide the Consultant Assistant Project Engineer with the following:

- A suitable vehicle equipped with at least one (1) flashing, oscillating, or rotating amber beacon that shall be visible a minimum of five hundred (500) feet in normal sunlight.
- Consultant Assistant Project Engineer's vehicle shall be equipped with an electronic distance-measuring device, accurate to within +/- 5 feet per mile.
- A cellular phone.
- A state-of-the-art computer with networking capability sufficient for accessing internet email through a project-supplied internet-service provider. Each computer shall be loaded with MS Office software (2003 version or later), including MS Word and MS Excel at a minimum. Computers shall be capable of running current CDOT software, including Asphalt '03, Voids '03, Site Manager, etc.
- Miscellaneous equipment (calculator, office supplies, safety equipment, etc.) required to perform the work (ASTM Certified Work Boots, ANSI Certified Hardhat (Z89.1 stamp and be High Visibility), Safety Glasses (Z87 stamp on the glasses/goggles) and Approved Safety Vest. (Meeting or exceeding ISEA for Class 3), including all applicable manuals.
- CDOT will provide a field-office space.

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the Engineer. The Consultant shall assign personnel for the duration of the Contract unless otherwise approved by the Engineer. Employees required to operate vehicles must possess and maintain a valid State of Colorado driver's license. The Consultant Assistant Project Engineer(s) permanently assigned to a project shall be competent in road and bridge construction and be thoroughly familiar with CDOT specifications, manuals, forms, and documentation requirements including SiteManager. The level of qualification provided shall be as requested and approved by the CDOT Resident Engineer. The qualifications for the level(s) shall be commensurate to experience, and are as follows:

1. Asst. Project Engineer – ten (10) or more years of experience in highway construction project management and supervision of consultant inspectors and testers. It is desirable that the Asst. Project Engineer has at least three years working on projects on the Interstate system. Experience administering and managing Tolling/ITS/ATM related construction projects is highly desirable.

The Consultant's Asst. Project Engineer shall possess either a *National Institute for Certification in Engineering Technology (NICET)* Certification Level IV in Highway Construction or be licensed as a Professional Engineer in the State of Colorado, unless otherwise approved by CDOT.

A copy of work experience and proof of Certification and/or License shall be provided to the CDOT Project Engineer before work begins. Personnel provided by the Consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Project Engineer.

Documentation

Maintain a daily diary for each day they perform work on the project. He/she shall use CDOT's automated Form 103a - Project Diary unless otherwise directed by the Engineer. He/she shall use CDOT form 1176, erosion control inspection. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work, and sketches as needed for clarification and documentation. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be available to the CDOT Project Engineer at the end of each workday and a copy shall be filed in the project records within one working day of its date.

Consultant Inspector Requirements:

Project Standards

All construction inspection shall be in accordance with the Colorado Department of Transportation's Construction Manual, Field Materials Manual, Standard Specifications for Road & Bridge Construction, Project Standard Provisions, Project Special Provisions, and the plans and specifications in use when the project is advertised. All Consultant construction inspection activities shall be as authorized by the Engineer. For the purposes of this document, construction inspection shall be known as "the work" and references to "the specifications" shall include all applicable CDOT Standard Specifications for Road and Bridge Construction as amended by Project Standard Provisions, Project Special Provisions, and project plans and specifications.

General Work Description

The Consultant Project Inspector shall provide support to the CDOT project staff through assignment of personnel to inspection activities if requested by the CDOT Resident Engineer. The Inspector shall be trained and qualified in accordance with CDOT's Construction Inspection Qualification Plan. The Consultant Project Inspector must have experience and expertise with inspection activities related to ATM/ITS equipment and infrastructure installation. Experience with tolling equipment and infrastructure installation is highly desirable as well. Inspection responsibilities include but are not limited to:

Assist the CDOT Project Engineer in the following Construction activities:

- Prepare inspection documentation for development of progress payments for the contractor in accordance with prescribed procedures;
- Submit daily diary at the end of the working day;
- Submit payment-documentation reports (Form 266's) at the end of the working day;
- Participate in weekly progress meetings with contractor, subcontractors, utilities and other interested parties;
- Secure project documentation from the contractor;

- Anticipate project problems and propose solutions to CDOT Project Engineer;
- Maintain accurate notes reflecting actual construction details to be used in preparation of as-constructed plans;
- Perform initial, follow-up, and final inspections of work in progress including interim and final measurements;
- Notify contractors and CDOT Project Engineer of non-compliance with the contract plans and specifications;
- Perform special tests, investigations, or monitoring to fulfill the intent of the CDOT inspection program;
- Aid in the preparation of correspondence to the contractor, CDOT Staff, local agencies, etc.;
- Provide liaison and communication to contractor field crews;
- Prepare final “As-Constructed” plans upon project completion;
- Deliver material samples to designated laboratories or locations;
- Perform miscellaneous project-related duties as requested by the CDOT Project Engineer.

Labor, Materials, Vehicles & Equipment

The Consultant shall provide the Consultant Inspector with the following:

- A suitable vehicle equipped with at least one (1) flashing, oscillating, or rotating amber beacon that shall be visible a minimum of five hundred (500) feet in normal sunlight.
- Consultant Inspectors vehicle shall each be equipped with an electronic distance-measuring device, accurate to within +/- 5 feet per mile.
- A cellular phone.
- A state-of-the-art computer with networking capability sufficient for accessing internet email through a project-supplied internet-service provider. Each computer shall be loaded with MS Office software (2003 version or later), including MS Word and MS Excel at a minimum. Computers shall be capable of running current CDOT software, including Asphalt '03, Voids '03, Site Manager, etc.
- Miscellaneous equipment (calculator, office supplies, safety equipment, etc.) required to perform the work (ASTM Certified Work Boots, ANSI Certified Hardhat (Z89.1 stamp and be High Visibility), Safety Glasses (Z87 stamp on the glasses/goggles) and Approved Safety Vest. (Meeting or exceeding ISEA for Class 3), including all applicable manuals.
- CDOT will provide a field-office space.

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the Engineer. The Consultant shall assign personnel for the duration of the Contract unless otherwise approved by the Engineer. Employees required to operate vehicles must possess and maintain a valid State of Colorado driver's license. The Consultant Inspector(s) permanently assigned to a project shall be competent in road and bridge construction and be thoroughly familiar with CDOT specifications, manuals, forms, and documentation requirements including SiteManager. The level of qualification provided shall be as requested and approved by the CDOT Resident Engineer. The qualifications for the level(s) shall be commensurate to experience, and are as follows:

1. Senior Level Inspector – more than six (6) years of experience in highway construction inspection.

The Consultant Inspectors shall either have a *National Institute for Certification in Engineering Technology (NICET)* Certification Level III in Highway Construction or have an Engineer-In-Training (EIT) certification from the State of Colorado, unless otherwise approved by CDOT.

A copy of work experience and proof of Certification and/or License shall be provided to the CDOT Project Engineer before work begins. Personnel provided by the Consultant who do not meet all of the

specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Project Engineer.

Documentation

Each of the Consultant's personnel shall maintain a daily diary for each day they perform work on the project. They shall use CDOT's automated Form 103a - Project Diary unless otherwise directed by the Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work, and sketches as needed for clarification and documentation. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be available to the CDOT Project Engineer at the end of each workday and a copy shall be filed in the project records within one working day of its date.

Consultant Materials Testing Technician Requirements:

Project Standards

All sampling, testing, inspection, and documentation shall be in accordance with the Colorado Department of Transportation (CDOT) Construction Manual, Field Materials Manual, CDOT M&S Standards, and applicable Project and Standard Special Provisions in the construction project contract and the applicable CDOT Standard Specifications for Road and Bridge Construction. The applicable CDOT Manual shall be the one currently in use when the construction project is advertised.

If the required method is not described in the CDOT Field Materials Manual, the required work shall be completed in accordance with:

1. AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing (as revised and supplemented), or
2. The ASTM Standards and Tentatives, in this order.

Proposed work procedures shall be coordinated with the CDOT Project Engineer prior to the start of work.

General Work Description

The Consultant MTT (Materials Testing Technician) shall sample, test, and document all materials incorporated into the project. This includes materials delivered to the project that are listed in the Summary of Approximate Quantities or referred to in the Plans and Specifications. The number of tests required shall be in accordance with the Schedule in the Field Materials Manual. Additional quantities may be added by Contract Modification Order, or plan approximate quantities may be increased or decreased. The MTT, the Consultant Project Manager, and CDOT's Project Engineer will review project quantities on a weekly basis to ensure that sufficient tests have been performed for all material placed to date. The MTT will set-up and maintain all materials books. At project completion, a registered P.E. will sign the final form #250 for the MTT's work. The consultant shall also provide any other project-related services requested by the CDOT Project Engineer.

Testing of materials that are specifically designated to be pre-inspected or pre-tested by this or any other Department of Transportation will remain the responsibility of CDOT. The MTT shall document and transport samples of any and all materials to the CDOT Region or Central Laboratory that are required to be tested by CDOT, regardless of pre-inspection or pre-testing responsibilities. The items and test frequencies of CDOT tested materials shall be in accordance with the column titled "Central Laboratory" in the Schedule in the Field Materials Manual.

The Consultant shall follow the requirements of CP-16 to meet, coordinate and schedule the required work with the Project Engineer, Resident Engineer, and Residency Head Tester. The consultant shall complete all work in accordance with their approved schedule. The consultant materials testing evaluation form shall be completed by the CDOT Project Engineer or Resident Engineer and head tester, and distributed as described in CP-16. The project Engineer shall forward a copy of the completed Pre-Testing Meeting Agenda for Consultant Materials Testing to the Region Materials Engineer.

In addition to the tasks identified in **Consultant Materials Testing Technician Requirements**, the MTT shall assist the Project Engineer in performance of construction inspection activities and other project-related activities, as directed by the Project Engineer, when they are not required to perform the MTT related activities. Inspection responsibilities may include but are not limited to those identified in the **Consultant Project Manager and Consultant Inspector Requirements** above.

Labor, Materials, Vehicles & Equipment

The Consultant shall furnish the Consultant Materials Testing Technician with the following:

- **Consultant shall provide laboratory facilities for Asphalt Ignition Burn-Off testing and Concrete Compression testing. These facilities shall be separate from the CDOT-supplied Class II field laboratory facilities and shall be located off the construction site, at a permanent materials-testing laboratory facility. Compensation for this equipment and testing will not be paid separately but shall be included in the hourly cost of the MTT assigned to the project.**
- A suitable vehicle equipped with at least one (1) flashing, oscillating, or rotating amber beacon that shall be visible a minimum of five hundred (500) feet in normal sunlight.
- A cellular phone.
- A state-of-the-art computer with networking capability sufficient for accessing internet email through a project-supplied internet-service provider. This computer shall be loaded with MS Office software (2003 version or later), including MS Word and MS Excel at a minimum. This computer shall be capable of running current CDOT software, including Asphalt '03, Voids '03, Site Manager, etc. This computer shall be connected or networked to the Consultant-supplied main project printer/scanner described above, or shall be provided with a separate stand-alone printer.
- Miscellaneous equipment (calculator, office supplies, safety equipment, etc.) required to perform the work (ASTM Certified Work Boots, ANSI Certified Hardhat (Z89.1 stamp and be High Visibility), Safety Glasses (Z87 stamp on the glasses/goggles) and Approved Safety Vest. (Meeting or exceeding ISEA for Class 3) including all applicable manuals.
- CDOT will provide a Class II field laboratory and any required traffic control.

The following equipment shall be furnished along with the MTT for each project in sufficient quantity and in good working order (with current calibration) to ensure accurate performance of all work required in a timely manner. Such equipment and supplies shall remain the property of the consultant.

- Nuclear Asphalt-Content Gauge;
- Nuclear Moisture/Density Gauge;
- Concrete air meter, slump cone, and other concrete testing equipment;
- Sieves for aggregates and soil gradations;
- Electronic scales;
- Asphalt & A/C sample containers and small tools;
- Proctor equipment for soil curves and one point tests;
- Atterburg, Rice value, and Sand Equivalent equipment;
- Sample drying equipment;
- Concrete cylinder molds which meet AASHTO requirements except that paper molds shall not be used, and plastic molds shall not be reused;

- Miscellaneous equipment for performing the required soils, asphalt and concrete tests.
- Ignition Oven for determining asphalt binder content and RAP gradations meeting specifications of CPL 5120.

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the Engineer. The MTT shall be thoroughly familiar with CDOT specification, manuals, forms, and documentation requirements. The MTT shall be permanently assigned to a project for the duration of the project and shall have the following qualifications:

1. A degree in Engineering from a four year curriculum school or a *National Institute for Certification in Engineering Technology (NICET)* Level II Certification in Construction Materials Testing and Inspection for the types of work being performed, e.g. aggregates, asphalt, concrete, and soils or 7 years of field testing experience with CDOT construction projects.
2. The MTT performing concrete tests shall be certified by *The American Concrete Institute (ACI)*.
3. The MTT performing hot bituminous pavement tests shall be Level II, A&B certified by *The Colorado Asphalt Technician Certification Program (LabCAT)*.
4. WAQTC, Soils Certification
5. In addition, the Consultant MTT must be certified in the appropriate classes of CDOT's Inspector Qualification Program.
6. Traffic control Supervisory class within the last 3 years.

A copy of work experience and proof of Certification, Degree, and/or License shall be provided to the CDOT Project Engineer before work begins. Personnel provided by the consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Project Engineer.

Documentation

The MTT shall maintain a daily diary for each day the MTT performs work on the project. The MTT shall use CDOT's automated Form 103a - Project Diary, or other form directed by the Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work, and sketches as needed for clarification and documentation. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be available to the CDOT Project Engineer at the end of each workday.

Test results and sample submittals transmitted to CDOT's Region or Central Laboratory shall be recorded on appropriate CDOT Forms. The MTT may use CDOT worksheets or worksheets approved by the CDOT Project Engineer. CDOT Forms and worksheets are available through the CDOT Project Engineer.

The MTT shall furnish the CDOT Project Engineer with original copies of all worksheets and test results on a daily basis. The MTT shall also keep the CDOT Form 626 up to date at all times and provide copies of this form to the CDOT Project Engineer within 12 hours. The CDOT Project Engineer shall be informed immediately of any non-specification material. At the discretion of the CDOT Project Engineer, the MTT may also be required to provide the CDOT Form 626 to the contractor within 12 hours for any non-specification material.

The MTT shall provide all correspondence and applicable CDOT forms to the CDOT Project Engineer or his authorized representative for review and signature.

Assurance Sampling and Testing

The MTT shall coordinate the schedule of the Independent Assurance Tests (IAT) for the project with the Region Materials Section in accordance with the CDOT Form 379. Advance notice of 48 hours is required for proper coordination.

Submittal of Final Documentation

Final documentation shall be submitted to the CDOT Project Engineer within 30 working days after completion of all work. A completed CDOT Form 250 shall be submitted to the CDOT Project Engineer 10 days after the consultant has been notified of final quantities. Failure to submit final documentation as required will result in withholding of consultant payments.

Consultant Office Engineer Requirements:

Project Standards

The Consultant Office Engineer shall be either a Colorado Registered Professional Engineer, an Engineer-in-Training (EIT) certification from the State of Colorado, or a non-licensed individual with demonstrable construction project administration experience. A non-licensed individual shall be under the direct supervision of a consultant Professional Engineer. The individual shall have strong organization and documentation skills along with general knowledge of duties performed by other construction engineering project personnel.

General Work Description

The Consultant Office Engineer shall provide support to the CDOT project staff on office-related construction engineering activities. The Office Engineer responsibilities shall include but are not limited to:

Assist the CDOT and Consultant Project Staff in the following Construction activities:

- Change Orders/MCR – discussions with: Contractor, Area Engineer, RE, Specialties as necessary. Also write CMO and justification letter, prepare package with attachments, price justification/negotiation, form 90, etc.
- Conduct 280 Interviews in accordance with Davis-Bacon Requirements
- Plan and Spec Interpretation (communications with: designers, bridge, utilities, ROW, Traffic, etc..)
- CDOT to Contractor correspondence (letters, 105's..)
- Respond to RFI's
- Monitor Contract Time Count
- Project Diary/Weather
- Individual diary
- Payrolls/OJT/DBE/Specialized reporting like (1405's, Faster, ARRA, etc..)
- Partial monthly payment Estimates
- Form 7's/TC and daily hourly pay items
- Form 10's/FA/CMO/MCR
- Traffic Control – management, oversight, review and approve MHT's
- Review/Monitor Schedule (baseline, updates and narrative reviews)
- DWR's/266's
- SiteManager (all pay items, CMO's/MCRs, time count, diaries, stockpiled materials tracking and payment, monthly pay estimates, overs/unders..)

- Budget: track all project financial information, notify RE of any/all budgetary concerns, financial tracking form 65's monthly and with each CMO/MCR
- Weekly meetings (agendas, minutes, preparation, facilitation, etc..)
- Pre-con meetings (agendas, minutes, distribution, preparation, facilitation, etc..)
- Review inspectors work (diaries, 266's, DWR's, calculations, spreadsheets, etc..)
- Respond to citizen complaints and CDOT PR office
- Traffic Control Reviews
- Erosion control management and oversight, bi-weekly reviews, post-storm event reviews, RECAT/ECAT
- Submittal review and approve and forward to specialties as appropriate for review/approval
- Perform miscellaneous project-related duties as requested by the CDOT Project Engineer.

Labor, Materials, Vehicles & Equipment

The Consultant shall provide the Office Engineer with the following:

- A cellular phone.
- A state-of-the-art computer with networking capability sufficient for accessing internet email through a project-supplied internet-service provider. Each computer shall be loaded with MS Office software (2003 version or later), including MS Word and MS Excel at a minimum. Computers shall be capable of running current CDOT software, including Asphalt '03, Voids '03, Site Manager, etc.
- Miscellaneous equipment (calculator, office supplies, safety equipment, etc.) required to perform the work (ASTM Certified Work Boots, ANSI Certified Hardhat (Z89.1 stamp and be High Visibility), Safety Glasses (Z87 stamp on the glasses/goggles) and Approved Safety Vest. (Meeting or exceeding ISEA for Class 3), including all applicable manuals.
- CDOT will provide a field-office space.

Personnel qualifications, staffing level, and number and types of vehicles shall be subject to the approval of the Engineer. The Consultant shall assign personnel for the duration of the Contract unless otherwise approved by the Engineer. Employees required to operate vehicles must possess and maintain a valid State of Colorado driver's license. The Office Engineer(s) permanently assigned to a project shall be competent in road and bridge construction and be thoroughly familiar with CDOT specifications, manuals, forms, and documentation requirements including SiteManager. The level of qualification provided shall be as requested and approved by the CDOT Resident Engineer. The qualifications for the level(s) shall be commensurate to experience, and are as follows:

1. Office Engineer – Zero (0) to four (4) years of experience in highway design and/or construction experience.

The Consultant Office Engineer shall either have a *National Institute for Certification in Engineering Technology (NICET)* Certification Level III in Highway Construction or have an Engineer-In-Training (EIT) certification from the State of Colorado or be a Colorado Registered Professional Engineer, unless otherwise approved by CDOT.

A copy of work experience and proof of Certification and/or License shall be provided to the CDOT Project Engineer before work begins. Personnel provided by the Consultant who do not meet all of the specified requirements, or who fail to perform their work in an acceptable manner, shall be removed from the project when determined and directed by the CDOT Project Engineer.

Documentation

Each of the Consultant's personnel shall maintain a daily diary for each day they perform work on the project. They shall use CDOT's automated Form 103a - Project Diary unless otherwise directed by the Engineer. The contents of the diary shall be brief and accurate statements of progress and conditions encountered during the prosecution of the work, and sketches as needed for clarification and documentation. Editorial comments are not to be incorporated in the diaries or on any written correspondence applicable to the project. A copy of the daily diary shall be available to the CDOT Project Engineer at the end of each workday and a copy shall be filed in the project records within one working day of its date.

Additional Construction Inspection and Materials Testing Requirements:

In addition to the qualifications, requirements set forth above, the following certifications will also be required:

Class/Certification	Consultant Assistant Project Engineer	Consultant Inspector	Consultant Materials Testing Technician
Basic Highway Math	X *	X	X
Basic Construction Surveying	X *	X	X
Basic Highway Plan Reading	X *	X	X
Storm water Management and Erosion Control	X	X	
CCA Traffic Control Supervisor	X	X	
Specialty Certifications			
LabCAT Level A&B		Level A	X
Asphalt Paving Inspection LabCAT Level I		X	X
WAQTC		X	X
ACI Field Testing Tech I		X	X

* Not required if the Consultant Assistant Project Engineer is a licensed Professional Engineer.